JOB POSTING

PUBLIC PROGRAMMING COORDINATOR

The London & Middlesex Heritage Museum – Fanshawe Pioneer Village is currently seeking a Public Programming Coordinator. Under the general management of the Executive Director, the Public Programming Coordinator plans, develops, delivers, promotes, and coordinates the Public Programming Department which includes: the day-to-day operation of the Heritage Village during public hours, public programming, interpretation and special events. The Public Programming Coordinator also has specific responsibility for the administration of the organization’s Volunteer Program.

Hours/Days of Work: 40 hours/week. Full-time, Permanent (Typically Wednesday through Sunday during the open season; evenings, weekends and holidays required)

Salary: $19.54 - $22.86 per hour (Grade 5), and Group Benefit Package

Duties and Responsibilities:

1. **Department Coordination:**
   Scope: Responsible for the senior planning, administration, human resources and scheduling of the Department.
   - Undertakes the recruitment, training, scheduling, supervision and evaluation of Department staff;
   - Ensures Department staff work in compliance with all policies and procedures;
   - Completes employment grant applications and reporting for summer student grants and program/project-based grants for Department;
   - Develops annual staffing strategy and scheduling for Heritage Village operation;
   - Develops annual operational plans and annual reports for areas of responsibility;
   - Prepares and submits an annual work plan to Executive Director;
   - Effectively manages Department line budgets for areas of responsibility;
   - Responsible for the annual review and update of site operating and programming procedures/policies;
   - Purchases, maintains and stores equipment and supplies for Department;
   - Sets up and maintains public event calendars;
   - Develops and maintains outcome-based evaluations for all programs and relevant statistical data.

2. **Public Programming:**
   Scope: Oversees the development and delivery of site public programming including interpretation and events:
   - Develop and implement annual interpretation plan and key themes as guided by the Fanshawe Pioneer Village Interpretation Master Plan and Strategic Plan;
   - Oversee the planning, implementation and evaluation of interpretation special events;
   - Develop system of continuous improvement for events and programming;
   - Schedule, prepare agenda, and produce minutes for special event coordination meetings;
   - Seek out unique programming partnerships and liaise with community groups and partner organizations
3. **Site Operation:**  
**Scope: Oversees the operation of the Heritage Village**  
- Oversees the daily opening and closing of the Village;  
- Maintains daily journal of site operations and staffing;  
- Produces and implements Map Guide inserts;  
- Promotes effective communication and cooperation within the department, across departments and with volunteers and partner groups;  
- Develops and oversees interpreter task plans and projects;  
- Manages reproduction costume collection, including sign-out and return, and annual laundering, repair, and inventory.

4. **Communications & Promotion**  
**Scope: Responsible for undertaking tasks related to the promotion of public programs and events**  
- Coordinating on-site promotional efforts (including displays at parking lot bulletin board and on-site posters);  
- Completes website updates for event and programming sections of the FPV website;  
- Assists with overall website maintenance as needed;  
- Provides content for promotions and marketing pieces (including Mailchimp) and media releases related to site programming and events;  
- Primary contributor/monitor for FPV social media platforms;  
- Sets up and manages online ticket booking system for annual pre-paid special events.

5. **Volunteer Coordination**  
**Scope: Responsible for the administration of the Volunteer Program.**  
- Manage administrative systems and records for the recruitment, training, evaluation, and recognition of volunteers;  
- Conducts volunteer intake and evaluation process in conjunction with core staff;  
- Schedules and organizes mandatory and specialized volunteer training in conjunction with applicable core staff;  
- Coordinates placement of newly oriented volunteers with core staff;  
- Coordinates communications for volunteers;  
- Coordinates the scheduling of volunteers for Public Programming Department;  
- Acts as a staff liaison with the site gardening volunteers and schedules/attends Garden Forum meetings.

6. **Cross-Departmental Responsibilities**  
- Serves on the Fanshawe Pioneer Village Joint Health & Safety Committee and provides administrative support;  
- Coordinate job postings for own department and for other department managers as required.

7. **General Responsibilities**  
- Supports the strategic direction of the organization;  
- Operates the Heritage Village according to superior customer service standards;  
- Ensures the safety of volunteers, visitors and staff and protection of the site's resources;  
- Other duties as assigned.
Qualifications

• Undergraduate degree in a relevant discipline, or comparable experience;
• Minimum 3 - 5 years’ experience in the areas of museum education, public programming, interpretation, heritage site supervision or volunteer coordination;
• Demonstrated experience developing and implementing Big Six Historical Thinking concepts into public programming and outcome-based evaluations;
• Superior organizational skills, detail-oriented and the ability to manage multiple priorities in a fast-paced environment;
• The ability to work independently as well as collaboratively with other staff/colleagues at all levels of the organization;
• Previous supervisory experience and strong leadership skills;
• Experience dealing with the general public in a courteous and effective manner, problem solving abilities and a commitment to exceptional customer service;
• Excellent written and verbal communication skills;
• Computer and social media literacy;
• Marketing and Communications experience an asset
• Valid First-Aid and CPR certificate
• A vulnerable person police check is required for this position;
• Valid driver’s license and access to a vehicle required - no public transportation is available.

PLEASE NOTE:
This position requires that a period costume will occasionally be worn (to be provided) and adherence to guidelines with respect to jewelry, make-up and other forms of personal adornment.

Public transportation to the site is unavailable. Please arrange your own transportation.

Accommodation will be provided in all parts of the hiring process as required under the Accessibility for Ontarians with Disabilities Act (AODA), Integrated Accessibility Standards. Applicants need to make their needs known in advance.

The London & Middlesex Heritage Museum – Fanshawe Pioneer Village is an equal opportunity employer and considers all qualified applicants for employment.

Fanshawe Pioneer Village has put in place a COVID-19 safety plan, which will be utilized in scheduling interviews.

**How to Apply:** Interested candidates are requested to submit a resume including a cover letter by mail or e-mail to the address below;

Dawn Miskelly, Executive Director E-mail: director@fanshawepioneervillage.ca
Fanshawe Pioneer Village
2609 Fanshawe Park Road East
London, ON N5X 4A1

**Deadline to Apply:** 5pm – Tuesday, June 22nd, 2021

Fanshawe Pioneer Village thanks all those who apply, but only those applicants selected for an interview will be contacted.